

## **Information literacy skill**

Information literacy skill is a foundational skill set in the 21st century enabling individuals to navigate complexity and contribute meaningfully to society. According to Raja et al (2011), information literacy allows problem solving, critical and creative thinking, decision-making and cooperative learning that prepares an individual to challenges in Society. It involves the way that an individual understands their engagement with the digital world. It includes the responsibility to use that information ethically. It is the ability to recognize when information is needed and to locate, evaluate, use, and communicate information effectively, ethically, and responsibly.

## **Components of information literacy skills**

1. Ability to recognize information need skill
2. Ability to recognize and differentiate valuable information resources
3. Ability to construct strategies for locating information
4. Ability to compare and evaluate information obtained from different sources
5. Ability to locate and assess information resources
6. Ability to organize, apply and communicate information
7. Ability to synthesize and build on existing knowledge **information need**

Information need refers to the specific requirements or desires an individual or organization have for obtaining information to fill a particular purpose or achieve a specific goal. It is the recognition that a gap in knowledge or understanding needs to be filled by acquiring relevant information. Information need is needed to breach the gap between what a person knows and what he intends to know. It is when you have the feelings that you need to find out something you don't have the knowledge. It is when you have the feelings that the knowledge you have on an issue is not enough and you feel you need to know more in order to make a decision on it. Information need refers to States that arises within a person, suggesting some kind of a gap that requires filling. In ensuring that the information gathered is relevant and useful and effectively meets the intended purpose several factors must be considered.

1. context and purpose:
  - a. Understanding the problem you are trying to solve or what question one is trying to answer

- b. Identifying the specific information needed to achieve the goal
  - c. Identifying the boundaries of information search
2. Existing knowledge and gap:
- a. Recall relevant information that is what you already know about the topic
  - b. Identify the knowledge gap that is what information is missing
- C. Recognize or certainties. Meaning what aspect of the topic are on clear or require further investigation
3. Audience: Consider who will use the information understand their background knowledge level and interest this will help in selecting the right debt format and delivery method of information audience could be general or dense Academic audience professional audience or subjected audience
4. Purpose of information: determine why the information is needed ,is it for decision making problem solving academic research or personal knowledge. It's clarifies what the information need is what kind of information is needed how much information is needed and how the information is used.
5. Scope and depth: access how broad or detailed the information should be this will depend on the complexity of the issue and the level of analysis
6. Soft credibility and reliability: identify where the information will come from reliable information sources such as academic journals government reports and reputable websites ensure the accuracy and validity of the information.
7. Timeliness: consider the relevance of the information based on time some Fields require up-to-date data EG technology and healthcare while other rely on historical perspective
8. Accessibility and availability : determine whether the information is easily accessible. Some data may require subscription institutional access or specific tools to retrieve them
9. Ethical and legal consideration: ensure that the information complies with ethical guidelines and legal requirements such as copyright laws data protection policies and confidentiality agreement.
10. Verify objectivity: determine if the source present information in a balanced and unbiased manner.

## **Characteristics and types of information**

knowing the type of information can help one to identify its origin use and its relevance to the users information need.

### **1. Factual information :**

this is simple breathe straightforward and not aguable. No analysis all interpretation is needed they are mostly found in short answer sources like dictionaries atlasis and books directories encyclopedia etc

### **2. Analytical information:** this is detailed and it's usually the results of much research and interpretation of factual information it is often found in a longer form at sources such as books journal articles subject cyclopedia etc.

### **3. Objective information:** objective information is an information that represents multiple point of views it is non-judgmental balance neutral reporting of facts . Objective information is mostly found in sources such as encyclopedia handbooks journal articles etc.

### **4. Subjective information:** this type of information is from one point of view it entails opinion and personal viewpoints while subjective information can be based on facts, the facts are based on one person's interpretation of the facts it is mostly found in sources such as newspapers review advocacy website etc.

### **5. Primary and secondary information:** primary information are first hand information of events work of literature or art it has not been interpreted or analyzed or condensed they contain the original material about a person or an event they are mostly found in sources such as diaries professional lectures letters proceeding of meeting

### **6. Secondary information:** this type of information has been analyzed interpreted condensed evaluated synthesized. They are usually written by someone who did not experience or observe the event first and. They are usually found in text book, abstract, indexes, reviews of literature.

### **7. Current and historical information:** it is very important to look at the date of publication or website depending on one's to pick or the type of information one needed. A individual sourcing for information on health issues comma current information would be utmost importance. But current and historical sources may both be required for a Toro understanding of a topic.

### **Characteristics of information**

1. It must be available and accessible
2. It must be accurate for the use to which it is going to be put that is it must be correct, precise, free of error.
3. It must be reliable. A reliable information is well sourced and trustworthy it comes from credible sources eg peer-reviewed journals
4. It must be relevant to the purpose for which it is required
5. It must be on time for the purpose for which it is required